



**About Big Sky Community Organization.** The Big Sky Community Organization engages and leads people to recreational and enrichment opportunities through thoughtful development of partnerships, programs and places. We envision a connected community. Managing 19 miles of public trail networks, 95 acres of public parks, and over 15 different community-based programs we are committed to creating places for our community to experience, engage and connect.

**Position Overview and Essential Functions.** The Program Manager is a FT year-round position responsible for managing the administration and development of all programs within the organization. This includes an 11-week summer camp program that operates Monday-Friday, a 3-month long adult softball league, a year-round volunteer program, summer historic docent program and summer Hike Big Sky Program. The position is also responsible for developing new programs for adult and youth recreation. The Program Manager oversees the overall direction of all programming including operations, daily programming, enrollment, marketing, risk management, directing staff, scheduling and annual budget. The Program Manager is responsible for delivering the programs in a safe and high-quality manner as well as developing a vision and implementation for improvements and growth. The Program Manager works closely with the Program Committee and other BSCO stakeholders and is responsible for helping to develop strong community partnerships.

### **Specific Duties.**

#### ***Programming (60%)***

- Develop year-round programming that engages individuals of all ages, abilities and backgrounds in recreation and enrichment opportunities.
- Design camp programming and structure that engages children through place-based education and exploration within parks and trails of Big Sky.
- Recruits, hires, trains and supervises all program staff and volunteers. Organizes people and activities for efficiencies and effectiveness.
- When needed serve as Camp Big Sky staff, directly supervising children with a creative, fun and positive attitude.
- Leads camp staff and program volunteers to ensure best practice guidelines are being followed, specific program standards are met and safety policies and protocol are being followed.

## Program Manager: JOB DESCRIPTION

- Maintains positive relationships and effective communication with parents, program participants and community members.
- Recruits, trains and works directly with volunteers and volunteer coordinators within all programs.
- Develops weekly and seasonal schedules for both activities and staffing.
- Coordinate all facility and transportation logistics within BSCO assets/programs.
- Lead hikes and other outdoor activities within Hike Big Sky Program.
- Attend recreation events when necessary.

### *Administration (30%)*

- Maintain and purchase all necessary program supplies.
- Maintain program records, contact information and signed incident and enrollment forms.
- Develops and controls budgets for each individual program so that resources are devoted to top priorities and strategic objectives.
- Uses data to analyze trends and develop further programming for community.
- Lead marketing efforts for all programming including but not limited to. website content, posters, attending events, development of brochures or other marketing materials.
- Develop and lead staff and volunteer training and risk management protocols.
- Track enrollment within programming and payment plans specific to Camp Big Sky.
- Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures are followed.
- Work with volunteer Program Committee to support direction and vision of BSCO programming and growth.
- Support Community Development Manager in identifying program needs for grants and tracking expenses and metrics related to grant funds.
- Support Executive Director with Community Center project, inclusive of programming and facility design.
- Develop intentional community program partners to implement program growth and further meet the organizations vision of a connected community.

### *Other (10%)*

- Work with the BSCO staff on fundraising initiatives, volunteer events or other collective programs.
- Take photographs of programs to share on social media.
- Coordinate schedule of all facilities both for internal programming and community rentals.
- Manage all program specific Face Book pages.
- Assume other duties as assigned.

### *Qualifications.*

- Must hold a Bachelors Degree in related field or 3-5 years direct experience within program development and administration.

## Program Manager: JOB DESCRIPTION

- Have three or more years of program management experience.
- Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing, program development and fundraising.
- Minimum 21 years of age
- Proven track record of developing authentic and deepened relationships with others
- Ability to establish and maintain collaborations with community organizations.
- Have a valid drivers license and good driving record.
- Ability to work independently with limited supervision in a field and office environment
- Must possess excellent interpersonal and customer service skills
- Ability to work within a team
- Ability to work effectively and diplomatically with people of diverse interests and personalities
- Computer proficiency including email communication, knowledge of Microsoft Word, digital photo downloading and sharing, database management, and ability and willingness to learn other software as needed
- Ability to keep neat and accurate records and reports with great attention to detail
- Must pass a background check

### Preferred Skills and Background.

- Experience in sports & recreation, camp programming or public administration.
- Background in working with youth/adults in non-standard environments.
- Hold skills in outdoor activities; including hiking and team sports.

### Compensation.

This is a year-round FT non-exempt position. Wages are \$20-\$25/hour with full benefit package inclusive of health insurance, PTO, 3% retirement match, professional development and flexible work environment.

### How to Apply.

E-mail Resume and Cover Letter to Leisha Folley, Finance & Operations Director [leisha@bscomt.org](mailto:leisha@bscomt.org). Position is open until filled with expected start date to be no later than April 1, 2019.